



**DEPARTMENT OF THE NAVY
NAVAL SURFACE WARFARE CENTER CRANE**

**NEW EMPLOYEE ONBOARDING
EMPLOYMENT FORMS CHECKLIST**

Personal Documents		Ready To Go
		Yes
1.	Valid Driver's License and SSN Card	<input type="checkbox"/>
2.	Passport; Birth Certificate (<i>issued by the state or county</i>) or US Citizenship documentation	<input type="checkbox"/>
3.	Banking information for direct deposit purposes (<i>account/transit number and 9 digit routing number</i>)	<input type="checkbox"/>
4.	Information Assurance Awareness Training Completion Certificate	<input type="checkbox"/>
Government Forms		Complete
6.	Employment Eligibility Verification (I-9)	<input type="checkbox"/>
7.	Statement of Prior Federal Service (SF-144)	<input type="checkbox"/>
8.	Ethnicity and Race Identification (SF-181)	<input type="checkbox"/>
9.	Self-Identification of Handicap (SF-256)	<input type="checkbox"/>
10.	Federal Tax Form (W-4)	<input type="checkbox"/>
11.	Statement of Indiana Withholding Exemption and County Status Certificate (WH-4)	<input type="checkbox"/>
12.	Direct Deposit SF-1199	<input type="checkbox"/>
13.	Foreign Language Proficiency	<input type="checkbox"/>
14.	Employee Reserve/Retired Military Category (OPNAV 12910/1)	<input type="checkbox"/>
15.	Educational Data	<input type="checkbox"/>
16.	Statement of Physical Ability for Light Duty (SF-177)	<input type="checkbox"/>
17.	Report of Medical History (DD-2807)	<input type="checkbox"/>
18.	Medical Surveillance Questionnaire (OPNAV 5100/15)	<input type="checkbox"/>